

United States Department of Agriculture



Natural Resources Conservation Service  
655 Parfet Street, Room E200C  
Lakewood, Colorado 80215

---

VIA ELECTRONIC MAIL

**COLORADO BULLETIN NO.:** CO-250-05-05

Date: August 24, 2005

**SUBJECT:** FNM – Fiscal Year 2005 End Procedures

**TO:** All Colorado Natural Resource Conservation Service Employees

**PURPOSE:** The following instructions are provided to facilitate an orderly 2005 Fiscal Year-end Closing.

**EXPIRATION DATE:** September 30, 2005

**ACTION REQUIRED BY:** September 19, 2005

Please read the following carefully.

**TRAVEL VOUCHERS (SEE INSTRUCTIONS BELOW)  
YEAR END ESTIMATES TO STATE OFFICE BY SEPTEMBER 19, 2005  
LONG TERM CONTRACTS TO STATE OFFICE BY SEPTEMBER 19, 2005**

All estimates should be routed through your Area office. State office employees may provide the information directly to Financial Management (FNM). The following is the address, fax number and E-mail to which Area offices should submit documentation:

USDA, NRCS

Attn: Jami Shepherd

655 Parfet Street

Room E200C

Lakewood, CO 80215-5517

Fax: (720) 544-2974

Phone: (720) 544-2831

E-mail: jami.shepherd@co.usda.gov

**ESTIMATES MUST INCLUDE THE FOLLOWING INFORMATION:**

Travel Estimates: Employee name, dates of travel, purpose of travel, total cost, and fund(s) to be charged.

Purchase Estimates: Vendor name, date of purchase, description, amount, and fund(s) to be charged.

**\*\*\* TRAVEL VOUCHERS \*\*\***

Submit approved travel vouchers following normal procedures to Area office or State office timekeeper. Travel vouchers not released by COB September 16, 2005, should be included on your year-end estimates. These estimates must arrive in the Colorado State office by **COB September 19, 2005**. Additional instructions for travel vouchers will be sent at a later date.

**YEAR-END TRAVEL REMINDER:** Fiscal year 2005 funds may not be used for travel that begins on or after October 1, 2005. When travel spans two fiscal years, you must charge the round-trip cost of transportation to the funds of the fiscal year in which the travel begins and prorate other travel expenses according to the fiscal year in which they occur. If travel spans the two fiscal years, two separate vouchers will have to be input.

**\*\*\* PURCHASES \*\*\***

**Bank of America Purchases:**

Field offices should estimate their September needs and make purchases prior to August 31, 2005. After August 31, 2005, Field offices **may not** use their purchase cards until October 1, 2005. If a Field office has an urgent need they should contact the Area Administrative Coordinator. All Field office charges must be reconciled by September 12, 2005. Area and State office must include any purchases not reconciled by September 12 on their year-end estimates. This should include an estimate of critical needs through September 30, 2005. **Submit the list to the State office by September 19, 2005.**

**\*\*\* MISCELLANEOUS INVOICES \*\*\***

All other invoices for payment must be received in the State office by COB on September 12, 2005.

Note: Payments to the U.S. Postal Service for post office boxes need not be made immediately. The U.S. Postal Service's Domestic Mail Manual, Section 951.272(b), further states that U.S. Government agencies are allowed to make payments anytime during the first quarter.

**\*\*\* LONG TERM CONTRACTS NOT ENTERED IN PROTRACTS \*\*\***

**All long Term Contracts not obligated through Protracts must be received by Financial Management by September 19, 2005.** All payments on long term contracts must be received by September 12 to ensure processing this fiscal year.

Additional instructions on payment processing will be issued once we receive the year-end instructions from National Headquarters.

**\*\*\* TIME AND ATTENDANCE \*\*\***

No special instructions at this time.

It is important that all due dates be met and all estimates be as accurate as possible. Any further information and cut off dates for year-end procedures will be sent by E-mail as soon as available.

If you have any questions, please contact Lynn Sansburn at (720) 544-2830.

*/s/ Petra Barnes (for)*

ALLEN GREEN  
State Conservationist

DIST: E